



USAID | HONDURAS

DEL PUEBLO DE LOS ESTADOS
UNIDOS DE AMÉRICA

SOLICITATION NUMBER: 72052221R10007

ISSUANCE DATE: August 02, 2021

CLOSING DATE/TIME: August 20, 2021 (Midnight Local Time - Tegucigalpa, Honduras)

SUBJECT: Solicitation for a **USAID Project Management Specialist (Private Sector/Energy)** under a Cooperating Country National (CCN) Personal Service Contractor (PSC) - *Local Compensation Plan*

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide services under a Cooperating Country National (CCN) Personal Services Contract (PSC) as described in this solicitation.

Offers must be submitted in accordance with **Section IV – Submitting and Offer** of this solicitation. Offerors should retain copies of all offer materials for their records. *Please refer to the **Suggested Checklist** shown on the last page of this solicitation to make sure all the required documentation and information for a proper submission of your application is included.* Incomplete applications or submissions received after the closing date and time specified will not be considered.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to TEGUCIGALPAHR@usaid.gov.

Sincerely,

Natalya Komarova
Contracting Officer

I. GENERAL INFORMATION

1. SOLICITATION NO.: 72052221R10007

2. ISSUANCE DATE: August 02, 2021

3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:

August 20, 2021 (Midnight Local time, Tegucigalpa, Honduras)

4. POINT OF CONTACT:

USAID/Honduras – Human Resources Office:

E-mail: TEGUCIGALPAHR@usaid.gov

5. POSITION TITLE: USAID Project Management Specialist (Private Sector/Energy)

6. MARKET VALUE: In addition to a generous benefits package, compensation will be negotiated in accordance with AIDAR Appendix J and the Local Compensation Plan (LCP) within the listed salary range for the **FSN-11** grade, which is equivalent to *L. 826,630.00 – L. 1,405,258.00*.

7. PERIOD OF PERFORMANCE: Employment under this contract is of a continuing nature, estimated start date will be contingent upon the successful outcome of a security and medical clearance of the selected candidate.

8. PLACE OF PERFORMANCE: USAID/Honduras, Tegucigalpa, Economic Growth Office (EG), with possible travel as stated in the Statement of Duties.

9. ELIGIBLE OFFERORS: All interested candidates. All applicants must be a citizen of the country, or a non-country citizen lawfully admitted for permanent residence in the cooperating country and must have the required work permit or documentation that allows the applicant to work legally in the country in order to be eligible for consideration.

10. SECURITY LEVEL REQUIRED: CCN/FSN standard clearance.

11. STATEMENT OF DUTIES:

1. General Statement of Purpose of Contract:

The USAID Project Management Specialist (Private Sector/Energy) position is located within the USAID/Honduras Economic Growth Office (EG). The incumbent, in collaboration with the Food Security & Energy Specialist, provides specialized technical leadership, strategic programming advice, and direct management of USAID private sector engagement and alliance building, access to finance across technical sectors, and energy sector reform, all of which are of high diplomatic importance to the Governments of the United States and Honduras.

Responsibilities include regular on-going engagement with high-ranking Government of Honduras (GOH) and international donor community officials. The incumbent supports the development, management and evaluation of complex programs, including overall design, management and monitoring of the technical aspects of the activity. The incumbent is responsible for the achievement of the results established for catalyzing private sector investment, facilitating greater inclusive access to finance, and the provision of technical assistance to key actors in the energy sector, as presented in relevant USAID approved strategic and procurement documents.

The USAID Project Management Specialist (Private Sector/Energy) will directly report to one of the USAID Project Management Specialist (Food Security & Energy) position or his/her/their designee.

2. Statement of Duties to be Performed:

1) Private Sector, Trade and Energy Program Management: 40%

-The incumbent supports the design and management of private sector, trade, energy, and access to finance implementing mechanisms (grants/contracts/Implementation Letters (ILs), etc.).

-Provides independent technical expertise and leadership on program design, review and approval, and project implementation including all associated processes and procedures to assure compliance with contracts or cooperative agreements, compliance with regulations and established procedures and program evaluations, communications to Washington, etc. and participates in making substantive decisions involving implementation matters (e.g., revising results and indicator targets, selecting technical assistance contractors; terminating/canceling activities).

-Develops and/or provides guidance on complex procurement documents such as scopes of work, program descriptions, independent government cost estimates, also drafts scopes of work, evaluations, assessments and short-term technical assistance for design, implementation, and evaluation of relevant programs and activities.

-Oversees and evaluates technical aspects of private sector, trade, and energy program implementation and assures that program results are being achieved in a manner consistent with implementation mechanism agreements/contracts. The incumbent manages for results using annual work plans, quarterly program and financial reports and site visits.

-Maintains oversight of implementer counterparts and makes recommendations for modifications and improvements as necessary to facilitate achievement of program objectives. As COR/AOR, the incumbent will manage all administrative, technical, and financial aspects of the assigned programs/projects.

-Provides strategic programming advice, develops and/or reviews Private Sector/Energy components of major USAID strategic planning documents (e.g. Country Strategies, Results Frameworks, Performance Monitoring Plans, etc.), Annual Planning and Reporting submissions (Annual Performance Report, Operational Plan, Congressional Budget Requests/Notifications, etc.) and other ad-hoc requests for program information.

2) Private Sector, Trade and Energy Technical Expertise: 30%

-The incumbent is responsible for providing expert technical guidance to the USAID Mission on all aspects of private sector engagement, trade, access to finance, and energy.

-Serves as a Contracting Officer's Representative /Agreement Officer's Representative (COR/AOR), for activities dealing with the aforementioned and other areas as identified by management. Expertise will be applied in the design and management of programs and in creating monitoring and evaluation systems.

-Serves as an expert advisor within the Economic Growth Office to Mission Management. The incumbent is responsible for tracking USAID and international development community best practices to assure that they are reflected in the design and implementation of USAID programs. He or she will have the expert technical capacity to guide the GOH and Mission teams in the implementation of private sector competitiveness, finance, trade, and energy projects to achieve intended results. He or she will also have a deep understanding of the GOH development strategies to complement the USAID activities, as well as relationships with all relevant international development banks.

-Ensures that USAID/Honduras' programs comply with U.S. Government (USG) and USAID Policies and are consistent with the USG or donor initiatives. The incumbent co-leads on private sector, trade, energy, and access to finance strategic and technical documents and prepares concept papers, technical recommendations, and complex analytical reports, and other analytical inputs for new project designs and contributes to the development of scopes of work for new project procurements.

3) Program Representation, Coordination and Communication: 30%

The incumbent works with USAID/Honduras and USAID/Washington colleagues at all levels including the Mission Director, Deputy Mission Director, other USAID Office Chiefs, the supervising Food Security & Energy Project Management Specialist, implementing partners, and other USG Agencies to promote coordination of relevant programs ensuring that desired results are obtained. The incumbent works with USAID, U.S. Embassy and Implementing Partner communications teams to develop strategies to effectively communicate USAID program results and success stories.

-Represents the Mission to USAID Washington and the Government of Honduras to ensure programs are effectively coordinated with policy makers. This includes supporting dialogue at various levels on policy issues pertaining to private sector engagement, energy sector reform, trade, tourism, agriculture, and other sectors.

-Serves as the Mission representative, as delegated, to any donor and or GOH coordination mechanisms which focus on private sector, energy sector reform or trade. Collaborates in specific activities as required in cooperation with the GOH, other donor institutions and implementing partners to advance program objectives and advises U.S. and Honduran NGOs, civil society and private sector on USAID environment programs and opportunities.

-Represents USAID at events, giving public remarks on behalf of the USAID mission, as delegated. The incumbent performs other responsibilities as directed by the Economic Growth Office Chief or senior management.

-Identifies potential alliances and takes the lead drafting Memorandum of Understanding (MOUs) for direct partnerships between USAID/Honduras and other donors or stakeholders in coordination with the office chief, Resident Legal Officer, and other appropriate staff.

-Ensures coordination among different USAID/USG programs and among Development Objective (DO) teams, and coordination of activities and policy dialogue among GOH host country counterparts and the donor community ensure effective implementation of USAID programs.

The contractor is eligible for temporary duty (TDY) travel to the U.S., or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

3. Supervisory Relationship:

This incumbent will work under the direct supervision of USAID Project Management Specialist (Food Security & Energy Specialist) position or his/her/their designee.

4. Supervisory Controls:

Supervision of other USAID staff is not contemplated.

12. PHYSICAL DEMANDS: The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

EDUCATION: A Bachelor's Degree in Finance, Economics, Business Administration, International Development or other related field is required. **Applicants possessing higher level degrees are also strongly encouraged to apply.**

PRIOR WORK EXPERIENCE: At least five (5) years of prior work experience with a proven capacity to work independently in a program management capacity is required. This experience must be related to the design, management, administration, supervision, monitoring, and evaluation of development programs or related development assistance work with other donors, host government entities or civil society organizations. **Those candidates with additional professional experience relevant to the position are strongly encouraged to apply.**

LANGUAGE PROFICIENCY: Level IV (fluent) in English and Spanish is required. At this level, the incumbent must have a high degree of proficiency in both the written and spoken language, including the ability to translate. On occasion, the job holder may need to act as an interpreter. Written English skills are particularly important. Must be able to clearly express ideas and concepts accurately both verbally and in writing. **This will be tested.**

JOB KNOWLEDGE: The contractor must have detailed expert knowledge in principles of private sector engagement, finance, energy, trade, and other related fields. The incumbent must also have expert knowledge of or demonstrated ability to learn about Honduras's particular energy reform challenges, regional trade issues, the local banking sector, and other areas.

SKILLS AND ABILITIES: Must have a high degree of managerial, analytical and leadership skills in program management and the ability to negotiate with high level Government of Honduras (GOH) Officials and executive directors of major private sector partners. Must have the ability to plan, design, organize, manage, monitor and evaluate complex multi sectoral programs. Must have the ability to obtain, analyze, and evaluate a variety of data to data to make meaningful recommendations. Must have the ability to identify host-country economic, social, environmental, and political trends and its impact on relevant USAID programming. Must be able to develop and maintain a wide range of senior-level contacts in the public and private sectors. Ability to write clearly and concisely, in English and Spanish, including correspondence to high-level officials in the public and private sectors, and legal documents such as Memorandums of Understanding, and draft/review/comment on complex program design and highly technical reports and assessments. Outstanding computer knowledge in Microsoft Office is required. Above all, a clear ability to learn on the job and respond to changing office and Mission priorities is a priority.

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The Contracting Officer (CO) reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

Candidates that meet the minimum requirements, as outlined in this solicitation, will be evaluated and ranked based on the following adjectival evaluation criteria and characteristics:

EVALUATION CRITERIA / ADJECTIVE DEFINITION	
Exceptional	<ul style="list-style-type: none"> – A comprehensive and thorough application of exceptional merit. – Candidate meets and fully exceeds the Government expectations and presents very low risk or no overall degree of risk of unsuccessful contract performance. – Strengths significantly outweigh any weaknesses that may exist.
Very Good	<ul style="list-style-type: none"> – A candidate demonstrating a strong grasp of the requirements of the position. – Candidate meets position requirements and presents a low overall degree of risk of unsuccessful contract performance. – Strengths significantly outweigh any weaknesses that exist.
Satisfactory	<ul style="list-style-type: none"> – A candidate demonstrating a reasonably sound application and a good grasp of the position requirements. – Candidate meets position requirements and presents a moderate overall degree of risk of unsuccessful contract performance. – Strengths outweigh weaknesses.
Marginal	<ul style="list-style-type: none"> – The candidate shows a limited understanding of the requirements. – Candidate meets some or most of the position requirements but presents a significant overall degree of risk of unsuccessful contract performance. – Weaknesses equal or outweigh any strengths that exist.
Unsatisfactory	<ul style="list-style-type: none"> – The candidate does not meet the position requirements. – Presents an unacceptable degree of risk of unsuccessful contract performance. – Deficiencies and significant weaknesses demonstrate a lack of understanding of the Government's needs. – Weaknesses and or deficiencies significantly outweigh any strengths that exist.
Neutral	Not applicable.

Applicants meeting the above required qualifications for the position will be evaluated based on information presented in the application and obtained through reference checks. The hiring panel may check references that have not been specifically identified by applicants and may check references before or after a candidate is interviewed. USAID/Honduras reserves the right to conduct interviews with the most highly ranked applicants and make the interview a deciding factor in selection.

IV. SUBMITTING AN OFFER

Applicants must follow these instructions when applying to USAID/Honduras' vacant positions.

1. Eligible Offerors are required to complete and submit the following, all included in one single PDF file:
 - a) Cover Letter;
 - b) A current resume or curriculum vitae in English;
 - c) Any other documentation such as diplomas or proof of the education requirement listed on **Section II** of this solicitation.
2. Offers must be received by the closing date and time specified in **Section I, Item 3**, and submitted to:

TEGUCIGALPAHR@usaid.gov
3. Offeror submissions must clearly reference in the e-mail *Subject Line* the following:
"Private Sector/Energy Specialist – SOL No. 72052221R10007"

The US Mission in Tegucigalpa, Honduras provides Equal Opportunity Employment (EEO) and fair and equitable treatment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

See <https://www.usaid.gov/honduras> for additional information on USAID's work and programs.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

Once the CO, or his/her/their designee, informs the successful Offeror about being selected for a contract award, instructions will be provided about how to complete and submit the following forms after an offeror is selected for the contract award:

1. Completed DS-174 – Employment Application for LE Staff or Family Member form;
2. Copy of the Honduran ID card;
3. Copy of the Driver's License if available;
4. Croquis of the current home address;
5. An original and current "Constancia de Antecedentes Policiales" from the División Policial de Investigaciones (DPI);
6. An original and current "Constancia de Antecedentes Penales" from the Honduran Court System;
7. Copy of Passport if available;
8. Copy of latest Education Degree (as applicable);
9. Two residential bills to verify current home address;
10. Credit Report from EQUIFAX;
11. Security Questionnaire for Locally Engaged Staff (English or Spanish);
12. Passport size photo; and
13. FSN Medical History and Examination form

All candidates for employment with the US Mission must pass a background/security investigation and a medical certification. Any employment offer with the US Mission is contingent upon a candidate's ability to secure the necessary certifications.

VI. BENEFITS AND ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

- **Bonuses:** Christmas Bonus, Vacation Bonus, and 14th Month Bonus.
- **Medical, Optical, Dental, and Life Insurance.** The Mission pays the full premiums for employee's life and medical insurance and pays 80% of the premiums of the medical insurance for dependents.
- **Local Retirement Plan.** The Mission contributes 10% from the employee's Basic Annual Salary and the employee a minimum of 5% of the Basic Annual Salary. Age eligibility requirement to be enrolled in the plan: Minimum entry age: 18; Maximum entry age: 55.
- **Annual Leave according to the following:**

Completion of 1 year	112 Hours (14 working days)
Completion of 2 years	120 Hours (15 working days)
Completion of 3 years	136 Hours (17 working days)
Completion of 4 years or more	184 Hours (23 working days)

- 1040 hours of Sick Leave per calendar year.
- Entitlement of American and Local Holidays.

VII. TAXES

Employees are expected to pay each just financial obligation in a proper and timely manner, especially one imposed by law, such as local taxes. In this context, "in a proper and timely manner" means in a manner which does not, under the circumstances, reflect adversely on the U.S. Government as the employer. If an employee refuses or fails to pay his/her/their financial obligations, this will constitute valid grounds for separation, without liability for severance or notice on behalf of the U.S. Government.

U.S. Citizens/U.S. Residents under Cooperating Country National Personal Services Contracts (CCN PSC) are subject to U.S. tax withholding (federal income taxes, OASDI, and Medicare). U.S. taxes are deducted in lempira equivalent.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing CCN PSC awards are available at these sources:

1. [USAID Acquisition Regulation \(AIDAR\), Appendix J](#), "Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad," including **contract clause "General Provisions"**
2. [Contract Cover Page form AID 309-1](#). Pricing by line item is to be determined upon contract award as described below:

LINE ITEMS

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: R497 - Accounting Info: Funding Type: Bilateral (DV-CENGFSI) Appropriation: 7220/211021;7220/211021;7220/211021 Template: Mission Program Funds - BGA Resource Category: 1130007, 1210601, 1150957	1	LOT	\$ TBD	\$TBD at Award after negotiations with Contractor

3. All applicable Acquisition & Assistance Policy Directives/Contract Information Bulletins ([AAPDs/CIBs](#)) for PSCs with Individuals.
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the ["Standards of Ethical Conduct for Employees of the Executive Branch"](#) available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**.
5. **PSC Ombudsman.** The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the agency. Please visit the [Personal Services Contracts Ombudsman](#) webpage for additional information. The PSC Ombudsman may also be contacted via email at: PSCOmbudsman@usaid.gov.

Suggested checklist for proper submission of information and application requirements

1. Complete Solicitation has been read.
2. Cover Letter prepared.
3. Curriculum Vitae in English. Curriculum Vitae in Spanish is not required but suggested.
4. Proof of diplomas to support the Education Requirement are included. *Only include diplomas of Master's and University degree or above or any other diploma that is relevant to the position.*
5. Application Package converted in **one single** PDF. format.
6. Naming convention for Application Package in **one single** PDF. file is:
"First Name, Middle Name, Last Name", i.e. "John Allan Doe".
7. The *Subject Line* on the email reads as follows:

"Private Sector/Energy – SOL No. 72052221R10007"
8. The application package is sent to the email addresses: TEGUCIGALPAHR@usaid.gov
9. The full application package must be submitted by **August 20, 2021 (Midnight Local Time - Tegucigalpa, Honduras)**. Application packages submitted after this Closing Date/Time will **not** be accepted.